



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **AS-0**

April 1, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**SAN GABRIEL AND LOWER LOS ANGELES RIVERS
AND MOUNTAINS CONSERVANCY
SUPERVISORIAL DISTRICT 5
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and delegate authority to the Director of Public Works to annually execute a service contract with the State of California, for various in-house support services to be provided by the Department of Public Works to the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Under delegated authority, the Director of Public Works entered into a lease agreement between the Los Angeles County Flood Control District and the Department of Fish and Game, a State agency, to provide office space for the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy at Public Works headquarter complex in Alhambra. As a convenience, the Conservancy would like to make use of, from time to time, various Public Works provided in-house support services such as mail and reprographic services. Services utilized by the Conservancy will be invoiced by Public Works at the current rates set by the U.S. Postal Service, UPS, Federal Express and various hourly rates as established by Public Works.

Implementation of Strategic Plan Goals

This recommended action is consistent with the County's Strategic Plan Goal of Service Excellence through supplying the Conservancy with easy accessible services that are beneficial and responsive.

FISCAL IMPACT/FINANCING

This recommended annual contract will provide for Public Works to receive up to a maximum annual amount of \$9,999.99 for services provide to the Conservancy. There will be no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

With your Board's delegated authority, the Director may, hereafter, annually enter into this contract for these types of services provided to the Conservancy.

CONCLUSION

One approved copy of this letter is requested.

Very truly yours,

JAMES A. NOYES
Director of Public Works

CHARLES W. ADAMS
Deputy Director

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cc: Chief Administrative Office
County Counsel